

In the month of August, mid year reviews between employees and their supervisors should take place. The meetings are typically brief (30-60 minutes) yet very important conversations which provide dedicated and focused time for both employee and supervisor to review the first 6 months of the year. Employees are given an opportunity to share things that went well, areas where more support may be needed as well as if the goals and objectives set earlier in the year are still on target or in need of some changes. For supervisors this is a great time to acknowledge the work that has been done as well as to discuss any areas where opportunities for development or changes may exist.

There is not a specific form or format to use when conducting the mid year review. The most important thing is that a conversation is had to ensure objectives are still on target and that any issues, good or bad are discussed.

A suggested format for the mid-year review could look something like this:

1. **Goals** - Ask for updates on each goal they might be working on, and what they are doing to ensure they are completed or on target by year end. This will provide what progress has been made or identify if the goal is still relevant to the department or organization moving forward.
2. **What went well** – Ask what is going well? Were there any opportunities for the employee to go above and beyond their normal duties is great to share at mid-year review. (Could be things like special projects volunteered for, extra shifts covered, customer kudos, or any training completed.)
3. **What do you need from me to ensure a successful second half** - As a supervisor it's important to provide the necessary resources an employee needs to get the job done. If an employee is working on a goal that needs the supervisors help or possible intervention, this is a great opportunity to let it be known and discussed so both parties know their responsibilities.

As the supervisor be prepared to respond back to the employee with information such as:

1. **Looking back** - What did I see that went well for the first half of the year? What did I see that needed improvement over the first half of the year?
2. **Looking ahead** - What do I see coming that I want the employee to work on? This may be a project that aligns with one of their goals, it may be a training course they need to sign up for, or it may be a team-wide item that you need them to focus on for the team to be successful.
3. **Other news and notes** - This would be any special announcements that need to be shared or anything that needs just a little more tweaking in order to be successful.